Bank reconciliation Month

Account

Bank balance from bank statement at end of month A

Less payments shown in cash book but not on bank statement

Sub total

|  |
| --- |
| 1. |
| 2. |
| 3. |

B

Plus receipts shown in cash book but not on bank statement

Sub total

|  |
| --- |
| 1. |
| 2. |
| 3. |

C

Other adjustments

Sub total

|  |
| --- |
| 1. |
| 2. |
| 3. |

D

Adjusted balance from bank statement, A - B + C + D E

Bank balance at end of month from cash book F

If E = F, the Cash book and the Bank statement are reconciled

Prepared by

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Date | Signature |

Checked by

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Position | Date | Signature |

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